

CONFIDENTIAL
FOREIGN BROADCAST INFORMATION SERVICE
2430 E Street, NW
Washington 25, D.C.

30 November 1948

[redacted]
Chief, West Coast Bureau
Foreign Broadcast Information Service
Post Office Box 307
Reseda, California

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[redacted]
Although we discussed [redacted] efficiency report, etc., I do not recall that we set any specific deadline at which time to bring his case to some final conclusion if possible.

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As I related to you, the gist of my conversation with him was as follows. First, I did not propose to go into any detail as to why he received an efficiency rating of good but that it was of considerable concern to me because very few of our editors received a rating that low and I feel confident that I have several people in Washington at Grades CAF-5 and CAF-7 who could do his job and get a rating of at least very good. Under these circumstances from our side I do not feel that we are interested in keeping him on our payroll too long if he does not show considerable immediate improvement. Secondly, from his side of the picture I do not think that he would be interested in continuing employment with us if he did not feel that he had any advancement in store for him. Thirdly, I do not propose to retain in our employ at a CAF-9 salary any editor who is not qualified to file copy to Washington without having it checked by another editor.

If you and [redacted] have not already had your conference with [redacted], please do so immediately and go over with him in as much detail as possible the reasons for his rating on the various elements on the efficiency report. I should like to have a report from you on the outcome of this conference. Following your conference I should like to have every effort made to develop [redacted] into an efficient, capable editor for the next sixty days. On or about 1 February 1949 I should like another report from you stating what progress [redacted] has made and what your recommendations are in his case.

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Sincerely,
This document part of classified
integrated file. NAME CHECK required
prior to individual classification action.

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